

Positive Behavior Supports-Team Implementation Checklist (TIC)

PBS Team Implementation Checklist (TIC) should be completed as part of your December Leadership Team meeting. December, March and May are the months for on-line submission. If your school is not able to complete the TIC survey by December 15, 2009, please contact sabine.baldwin@state.vt.us prior to December 15th, to extend your survey window.

The directions for entering the TIC are below. If you have any questions, please contact your PBS State Coach or sabine.baldwin@state.vt.us (802-828-0183).

Our Vermont PBS goal is 100% completion rate for all PBS Implementing Schools.

Survey must be completed between ---- December 1, 2009 through December 15, 2009

Completing the Team Checklist go to: <https://www.pbssurveys.org/pages/Home.aspx>

To complete and submit a Team Checklist, follow these steps:

1. Login as a respondent using the account for your school.
2. From the **Surveys** menu item select **Team Checklist -- Complete Survey**
3. Optionally, select your name from the drop-down list. If your name does not appear on the staff list, you may add it using the link that appears immediately below the drop-down.
4. The Team Checklist consists of two sections: **Start-up Activities** and **On-Going Activities**. Respondents must answer all questions in one or both of these sections. When the page first displays, the **Start-up Activities** tab is on top. To switch sections, simply click on the **On-Going Activities** tab.
5. Each section has a link to explain the achieved criteria for each item in the section. Click on the blue box to display this information.
6. When you have answered all questions in one or both sections, click on the top or bottom **Submit** buttons. You have completed the Team Checklist.

Generating Team Checklist Reports

Two reports are available for the Team Checklist surveys.

Implementation by Feature

The Implementation by Feature report shows the percentage implemented and partially implemented for each of the following features:

1. Establish commitment (questions 1-2)
2. Establish & maintain team (3-5)
3. Conduct self-assessment (6-8)
4. Define expectations (9)
5. Teach expectations (10-12)
6. Establish reward system (13)
7. Establish violations system (14)
8. Establish information system (15)

9. Build capacity for function-based support (16-17)

The report displays one row of this data for each Checklist in ascending date order. The bar chart shows the percentage implemented and partially implemented for each feature.

Overall Implementation

The Overall Implementation report shows overall scores as (a) the percentage of items fully implemented and partially implemented and (b) the percentage of implementation points. The report displays one row of this data for each Checklist in ascending date order. The associated bar chart shows the percentage of items implemented and partially implemented on each Checklist and, in a separate area, the percentage of implementation points.